

## ***HUMAN RESOURCES DIRECTOR 4 (DOC)***

### **Overview**

As an advisor and consultant to leaders and employees on key Human Resources, organizational and management initiatives, the Human Resources Director (HRD) ensures alignment on operational objectives and maintains open and transparent lines of communication. The HRD provides guidance regarding policies and procedure administration in order to optimize employee engagement and performance. The HRD collaborates with leaders, executives, and guides the development of HR strategies that attract, develop, and retain talent. The HRD also works closely with leaders and the Department of Human Resources (DOHR) Recruitment team to ensure that employee headcount is on target and aligned with overall agency objectives.

### **Work Activities**

- Provides prompt advice on the full range of employee relations matters.
- Identifies areas of potential legal and compliance risk and works with Legal to develop appropriate responses including education, policy changes and direct intervention.
- Consults with leadership team on an on-going basis to review the accuracy of organizational structures, job design and team performance to meet business/operational goals.
- Anticipates and facilitates the identification of key business/operational changes and the implementation of those changes to achieve the desired outcomes.
- Establishes and executes staffing practices and procedures necessary to recruit and retain an effective workforce.
- Acts as a strong advocate for employee issues and works with leaders to ensure staff input and concerns are facilitated consistent with agency mission and values.
- Implements employee engagement practices such as employee survey administration, communication plan deployment and action plan execution. Monitors trends and reports progress on outcomes and recommendations.
- Assure compliance with agency regulations, state, federal and local employment laws, EEO requirements.
- Provides guidance on the potential impact strategic or operational decisions will have on employee relations and makes recommendations that ensure desirable outcomes.
- Assigns, trains and evaluates human resources staff. Provides guidance and technical development.

### **Qualifications**

- Bachelor's Degree in Business, Human Resources or related field required; Master's Degree in related field preferred
- A minimum of five years of progressive HR leadership experience including broad knowledge in all HR areas including recruitment, employee relations, compensation and benefits, employee development, etc. required
- Strong business acumen with proven history of managing and directing complex HR operations and providing strong leadership in a team environment required
- SPHR or PHR is preferred
- Strong written and verbal communication skills required
- Proficient in Microsoft Excel, Word and PowerPoint required

Please submit resumes to Allie Thompson, [allie.thompson@tn.gov](mailto:allie.thompson@tn.gov)  
Thank you.